

Wells County GIS Department

223 W Washington St
Bluffton, IN 46714

POSITION: GIS Technician / Intern

PAY: \$7.00 - \$9.00 per hour based on experience

HOURS: 20/week during normal office hours (8:00 am to 4:30 pm)

BENEFITS: None

JOB DURATION: Date of Hire to December 31, 2009 or to end of the internship due to the Indiana Department of Homeland Security Grant that is funding this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- * High School Diploma or GED
- * Experience in GIS applications, data base design and analysis preferred
- * Practical knowledge, proficiency and experience using ESRI suite of software including ARC GIS-ARC View and ARC Map preferred.
- * Basic Knowledge of the workings of City and County Addressing preferred.
- * Proficiency in basic math skills and English grammar
- * Written and verbal communications skills
- * Problem solving and time management skills
- * Ability to work well as a team member
- * Ability to organize and prioritize multiple tasks

GENERAL DESCRIPTION OF ANTICIPATED DUTIES:

- * Coordinates GIS applications and projects
- * Performs GIS applications to support the Wells County GIS Department and the Wells County 911 Emergency Response System.
- * Conducting data gathering, conversion and analysis of GIS data
- * Development and maintenance of databases
- * Preparing data documentation or metadata for GIS projects
- * Maintaining technical proficiency in the GIS field and the use of GIS software
- * Perform other duties as required

RESERVED RIGHT OF EMPLOYER: The employer reserves the right not to fill this position.

APPLY WITH LETTER AND RESUME TO:

Michael W. Lautzenheiser Jr., GIS Manager
Wells County Area Plan Commission
223 W Washington St.
Bluffton, IN 46714

DEADLINE: February 27, 2009